

Combined Report for NGOC Committee Meeting September 2015

**Name: Gary Wakerley**

**Role: Chairman**

Period Covered 9th Jun 2015– 7th Sept 2015

IN ROLE:

**Tasks Completed**

- Replied to requests and emails.
- Organised Chairman's Challenge

**Tasks Progressing**

- Planning for SWOA 50<sup>th</sup> Anniversary Event

**Tasks Planned (but not yet started)**

- 

NOT IN ROLE:

**Tasks Completed**

- Helped at Club events
- Helped at Ashleigh Denman's Charity Event

**Tasks Progressing**

- Mentoring Dave Austin, League 10 Trellech Common

**Tasks Planned (but not yet started)**

---

**Name: Caroline Craig**

**Role: Secretary**

Period Covered: June to September 2015

IN ROLE:

**Tasks Completed:**

- Responded to email enquiries and sent out a few announcements to the club.
- Booked room for committee meeting and AGM on 12<sup>th</sup> Oct.
- Liaised with Cotswold Farm Park about how easily they could offer orienteering. It looks less likely now, after this update: "I did mention the orienteering proposal again in another managers' meeting a couple of weeks ago, one in which Paula, Adam's PA, was in attendance. She seemed to think that it would be far more problematic than the rest of us had initially thought due to the fact that we are only tenants on the land and therefore need permission to hold any events/make certain areas accessible." They will try to investigate these problems, but it was decided to hold fire for now on looking at the area's suitability.
- Planned League 7, at Rendcomb College and then at Crickley Hill!

**Tasks Progressing:**

- Collating NGOC history. I wrote an article about the original Double Gloster, to go in Legend. At the same time, David Lee was sent a photo from the NGOC birthday celebration of that weekend, which can hopefully go alongside the article. David has received a few interesting replies from his letter to past members asking for their memories.

**Tasks Planned (but not yet started):**

NOT IN ROLE:

**Tasks Completed:**

- Updates to Hatherley street map.
- Advised Andy on Bishops Cleeve street event.

**Tasks Progressing:****Tasks Planned (but not yet started):**

- AGM buffet.
- 

**Name: Carol Stewart**

**Role: Treasurer**

Period Covered: June - September 2015

IN ROLE:

**Tasks Completed**Financial report for 7 September

Current account (includes deductions for o/s cheques, plus monies to be banked):

£14396.28

Deposit account:

£3463.24

BOF/SWOA Levies paid up to and including the Chairman's Challenge.

Still waiting for the costs from Ellen Starling for updating our First Aid kits.

Triple Gloucester - final result:

Income - £8729.80    Expenditure - £4536.36    Surplus - £4193.44 (estimated surplus £1400!)

BML maps gave us a £60 discount, in view of short map numbers for day 2 and shortened control descriptions for day 3.

Gary, Caroline and I went to HSBC in Gloucester to register a new bank mandate, which proved to be a very long-winded process. Still waiting for confirmation that it is in place. Once it is, I will set up on-line banking. I note that our Constitution says we need 2 signatures on cheques, so we should amend this at the AGM.

Printerbase sent an invoice end July saying the amount would be taken from our account on or near 9 September. In early September they sent another invoice for the same amount, with no reference to the direct debit (which we signed a couple of months ago) so I have queried this.

**Tasks Progressing:** Preparing 2014/15 accounts - we will have a large surplus this year. As last year, I probably will not be able to get them Examined before the AGM.

**Tasks Planned (but not yet started):** None

NOT IN ROLE:

**Tasks completed:** Acted as Examiner for the BOK accounts, no problems. Interesting to see how another club presents its affairs (far less detail in the accounts than I give you). Mike Forrest will replace Patti Rudling as their treasurer after their AGM this month. He plans to introduce accounting software in place of the (enormous) spreadsheet they use at present. I found it far too difficult to look at on the screen so printed it all out and had the sheets laid out on a paste table!

Help at various events.

**Tasks Progressing:** None

**Tasks Planned (but not yet started):** Organise supplies for AGM buffet?

---

**Name: Simon Denman**

**Role: Membership Secretary**

---

**Name: Steve Robinson**

**Role: Fixture Secretary**

---

**Name: Paul Taunton**

**Role: Mapping Officer**

Period covered: June – Sept 2015

Printed lots of maps.

---

**Name: Pat MacLeod**

**Role: Equipment and Development Officer**

Period Covered June - August 2015

IN EQUIPMENT ROLE:

**Tasks Completed**

- Purchased second Khyam Sports Shelter tent. Have decided not to get the second set of panels over-printed. One set is enough
- Ordered a start clock from Ted Finch – KiTsT. Should have been collected during the 6 Days but everyone was too busy, so it will be posted to us.
- 

**Tasks in Progress**

- Ongoing review of old kit
- Discussions with John Fallows regarding firmware upgrade of SI kit to support contact-less punching

IN DEVELOPMENT ROLE

**Tasks Complete**

- None
- **Tasks in Progress**
- Review of upcoming Training events, and plans for 2016 training.

NOT IN ROLE

**Tasks completed**

- Helped with various events
- Completed 2015 maize maze map and helped at the Chairman's Challenge
- 

**Tasks in Progress**

- Event archive – no progress
- Review of possible kit and funding options for Bournside school, to install a permanent electronic course around the school. Still awaiting action.

- Investigating new free base map data source from OS – Open Map Local – to review suitability as a base map for urban maps. Looks as if it could be useful for suburban maps, but not good enough for city centre maps. Buildings load v quickly, and adequately for suburban mapping. Roads much more problematic as delivered only as road centrelines, so no width, pavement, cul de sac shape etc detail.
  - Helping with Rogue Runs Mini-Mountain Marathon – 19/20 Sep, for which NGOC SI kit is required.
  - Developing some template maps and grids for use by Brian Griffin, who designs the Elton Farm Maize mazes.
  - Planning and computing for the BOK Army Harris Relay – Mallards Pike, 9 September.
- 

**Name: Greg Best**

**Role: Captain**

Period Covered: Jun 2015 - Sep 2015

IN ROLE:

**Tasks Completed**

- Organised our one team for the Harvester Relay in June. We had a successful clear round.

**Tasks Progressing**

**Tasks Planned**

NOT IN ROLE:

**Tasks Completed**

- Re-map of Sheepscombe, as an extension to the Cranham map is now complete, apart from a couple of large nettle patches where I'm waiting to see if any features come to light underneath!
- Update of Crickley map after scrub clearance.
- Met with Matt Stanway of the NT to check boundaries and permissions for Sheepscombe map.
- Met with Martin Whitaker, who farms all the NT land around Cranham/Sheepscombe to check he's happy with us running across his fields. We are no longer allowed to park in the field we used to at Overtown.
- Liaised with NT publicity officer, to get her to add a post to their NT Gloucestershire facebook page to promote Sheepscombe event. Supplied her with text, web links and photos. This may also prove useful for other events we hold on NT land (Minch, Crickley, Woodchester, Standish)

**Tasks Progressing**

- Organising league event at Sheepscombe on 26<sup>th</sup> Sept. We will use Cranham Cricket ground for parking. This will also be a fairly convenient location for events on Cooper's Hill.

**Tasks Planned**

- To improve the clarity of some of the more detailed parts of the Cooper's Hill/Cranham map.
  - To complete the mapping of the Witcombe Estate woodlands on the Cranham map if/when permission given
  - Cleeve gorse update? Aerial photo taken 2/7/14 available from getmapping.com for £170+vat
  - Next mapping project (Painswick or Leckhampton)?
- 

**Name: Gill Stott**

**Role: Legend editor, coach**

Period Covered. June – September 2015

Preparing latest Legend

---

**Name:** Gill James

**Role:** Welfare Officer

Period Covered June to September 2015

**IN ROLE:** I have received an updated version of O-Safe, the guide to safeguarding children and vulnerable adults, which is now much easier to read and refer to.

Whilst I have not been aware of any abuse situation I am aware that orienteers may not always adhere to good practice, especially when it comes to changing at an event. This is particularly applicable when parking is in a public car park, such as Newent School for League 6. Should we put this in final details about an event where appropriate? Answers on a postcard please!

Coaching should always have a ratio of at least 2 adults to 6 children, but as we rarely have that number there for coaching, it should not create a problem.

**NOT IN ROLE:**

**Tasks Completed**

- Helping at World Championships in Highland

**Tasks Progressing**

- Photo O 3<sup>rd</sup> October at Gorsley

**Tasks Planned (but not yet started)**

Does catching up with myself count?

---

**Name:** Gill James

**Role:** Acting Volunteer Co-ordinator

Period Covered September 2015

**Tasks Progressing**

- **IN ROLE:** updating my spreadsheet of member's skills – expect another questionnaire soon!!
- Ensuring that First Aid qualifications are up to date for Coaches and DBS where necessary – now only necessary if you are on a one to one basis or on away trips
- Check all officials have completed an Event Safety Workshop. . It has been agreed by E&CC that all Organisers, Planners and Controllers should have done this half day course by end of 2016. Personally, I actually think it would be good for all helpers, not just the officials.
- Thinking about future developments for volunteers generally and how to encourage more participation.

### **Tasks Planned (but not yet started)**

Keep up to date with development matters within the Club and Association and report back from time to time.

Good news is that Sheila has agreed to take on the role in due course, probably in about 6 months, but I will keep her up to date with progress in the meantime.